

18 OCT 1968

MEMORANDUM FOR: Special Assistant/Deputy Director for Support

ATTENTION :



SUBJECT : Support Services Resignation Cases

1. In response to your memorandum dated 7 October 1968, the following information is provided.

a) When a Security careerist indicates that he will be resigning from the Organization he is requested to prepare a letter of resignation stating the reasons.

b) He is promptly interviewed and counseled by the supervisor, and further interviews within the Office of Security up to the Director of Security are scheduled depending on the circumstances in each individual case. When an employee is leaving because of dissatisfaction with his work or the Organization his personnel file is reviewed prior to his being interviewed to ensure that the interviewer has all the data at hand.

c) The only feedback from the Office of Personnel Exit Processing Unit received is a monthly listing indicating the individual's name, grade, date of birth, date of separation, the length of his Agency service and the reason for his separation stated briefly,

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i.e., family responsibilities, advancement, attend school, military, etc. In addition this report of separations indicates that the employee is re-employable. This information is determined by the employee's supervisor and is indicated where he is re-employable on the personnel action which accompanies his letter of resignation to the Office of Personnel.

d) Normally non-professional resignees are not interviewed by senior officials unless the circumstances relative to their leaving indicate dissatisfaction. In these cases senior officials interview the employee to ensure that the matter is aired and corrective action is taken if necessary and the services of desirable employees might be retained. In the case of professional resignees the appropriate supervisor counsels the employee in order to determine all the factors which prompted his resignation and to retain promising employees where possible.

2. Listed below are resignation statistics requested for fiscal year 1966, 1967 and 1968 broken out into professional, non-professional and unsolicited categories. There were no solicited resignations in the Office of Security during these fiscal years.

FISCAL YEAR	-----CLERICALS-----		-----PROFESSIONALS-----	
	Valid Reasons	Questionable Reasons	Valid Reasons	Questionable Reasons
1966	47	9	1	8
1967	58	16	6 *	4
1968	56	15	1	3

* Includes three (3) military resignations, two (2) of which have since returned to duty.

A special resume of resignation cases who were identified as "comers" is being prepared and will be forwarded within a few days.

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Chief, Administration & Training Staff
Office of Security

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